

Alchemy Course Insite Reference

Registering for a class in Course Insite

The screenshot shows the login page of the Avatar Learning Platform. At the top, the address bar contains the URL [http://modwd.courseinsite.com/login.html#\[0\]](http://modwd.courseinsite.com/login.html#[0]), with a red box and arrow labeled '1' pointing to it. The page features the 'avatar LEARNING PLATFORM' logo on the left and a 'Help' link with a globe icon on the right. A left sidebar menu includes 'User Tools' (with a 'Login' link) and 'Course Catalog' (with links for 'Catalog Calendar', 'Show All Classes', 'Show Next 7 Days', and 'Show Next 30 Days'). The main content area is titled 'welcome to Avatar PDMS™' and contains a login form with 'Username:' and 'Password:' fields. The username field is pre-filled with 'CMS9999' and has a red box and arrow labeled '2' pointing to it. The password field contains masked characters and has a red box and arrow labeled '3' pointing to it. Below the password field is a 'Login' button and a link for 'Forgot Username or Password'. On the right side of the page, there is a 'Great Hire MISSOURI' banner. At the bottom, there are links for 'Course Catalog search for a course' and 'Course Calendar view the complete calendar'.

Figure #1 Course Insite Login Screen

Step-by-Step:

1. Go to the Course Insite Stage site at <http://modwd.courseinsite.com>.
2. Enter your user name.
NOTE: For DWD staff, this will be your CMS username. For partner staff, this will be your Toolbox username.
3. Enter your password.
NOTE: The first time you log in, your password will be your CMS or Toolbox number in all caps. The password is case sensitive. (Ex.: CMS9999 or WR9999)

NOTE: TMS and Course Insite are not the same system and do not communicate with each other, the password you use in TMS will not work in Course Insite.

Avatar
LEARNING PLATFORM

Hello, DWD TRAINER

My Learning Portfolio

- Current Class List
- Completed Class List
- Planned Class List
- Pending Class List
- My Profile
- My Transcript
- My Calendar
- iCal Subscriptions

Change Password

Please verify the information below and update it if necessary. Once you have completed and submitted the form below, your new password will be activated. This new password and your current username will be required for future access.

User Information

Username CMS9999

Email required

Password required

Password Confirmation required

July, 2008

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Figure #2 Change Password Pop-up Screen

The first time you log in to Course Insite, you will be prompted to change your password and enter your email address.

Step-by-Step:

4. Verify or enter your email address.
5. Enter a new password.
6. Retype the new password.
7. Click the Submit button.

There are four options you can use to choose to view the classes offered:

- Catalog Calendar
- Show All Classes
- Show Next 7 Days
- Show Next 30 Days



Figure #3 Catalog Calendar Screen

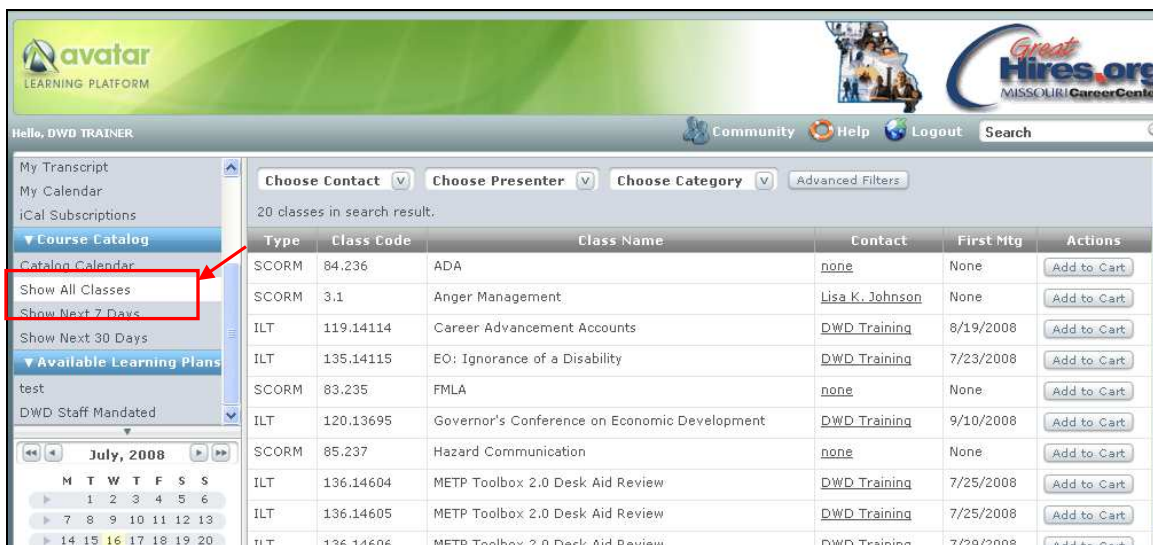


Figure #4 Show All Classes Screen

Avatar LEARNING PLATFORM

Hello, DWD TRAINER

Community Help

My Transcript
My Calendar
iCal Subscriptions
▼ Course Catalog
Catalog Calendar
Show All Classes
Show Next 7 Days
Show Next 30 Days
▼ Available Learning Plans
test
DWD Staff Mandated

Choose Contact ▼ Choose Presenter ▼ Choose Category ▼ Advanced Filters

4 classes in search result.

Type	Class Code	Class Name	Contact
ILT	135.14115	EO: Ignorance of a Disability	DWD Training
ILT	121.14235	Toolbox 2.0 Hot Topics Webinar	DWD Training
ILT	121.14236	Toolbox 2.0 Hot Topics Webinar	DWD Training
ILT	121.14237	Toolbox 2.0 Hot Topics Webinar	DWD Training

First Prev

Figure #5 Show Next 7 Days Screen

Avatar LEARNING PLATFORM

Hello, DWD TRAINER

Community Help Logout Search

My Transcript
My Calendar
iCal Subscriptions
▼ Course Catalog
Catalog Calendar
Show All Classes
Show Next 7 Days
Show Next 30 Days
▼ Available Learning Plans
test
DWD Staff Mandated

Choose Contact ▼ Choose Presenter ▼ Choose Category ▼ Advanced Filters

12 classes in search result.

Type	Class Code	Class Name	Contact	First Mtg	Actions
ILT	135.14115	EO: Ignorance of a Disability	DWD Training	7/23/2008	Add to Cart
ILT	136.14604	METP Toolbox 2.0 Desk Aid Review	DWD Training	7/25/2008	Add to Cart
ILT	136.14605	METP Toolbox 2.0 Desk Aid Review	DWD Training	7/25/2008	Add to Cart
ILT	136.14606	METP Toolbox 2.0 Desk Aid Review	DWD Training	7/29/2008	Add to Cart
ILT	136.14607	METP Toolbox 2.0 Desk Aid Review	DWD Training	7/29/2008	Add to Cart
ILT	136.14608	METP Toolbox 2.0 Desk Aid Review	DWD Training	7/30/2008	Add to Cart
ILT	136.14609	METP Toolbox 2.0 Desk Aid Review	DWD Training	7/30/2008	Add to Cart
ILT	121.14235	Toolbox 2.0 Hot Topics Webinar	DWD Training	7/17/2008	Add to Cart

July, 2008
M T W T F S S
1 2 3 4 5 6

Figure #6 Show Next 30 Days Screen

Step-by-Step:

1. To see the classes offered, choose from one of the four view options in the left column.



Figure #7 Course Catalog Screen

Step-by-Step:

2. To register for the class, click on the “Add to Cart” button next to the class name.

Notice the class has moved to the “Shopping Cart” on the left side of your screen. You can continue adding classes or you can complete registration by “checking out”.

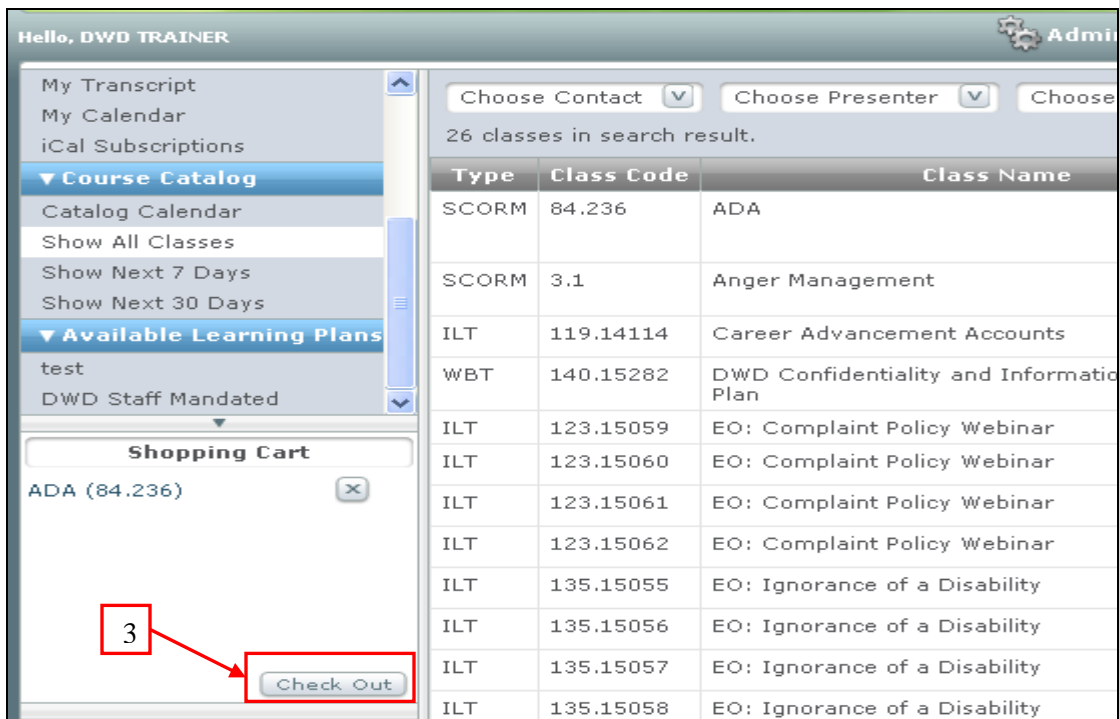


Figure #8 Shopping Cart Screen

Step-by-Step:

3. To complete the registration process, click on the “Check Out” button in the left column.

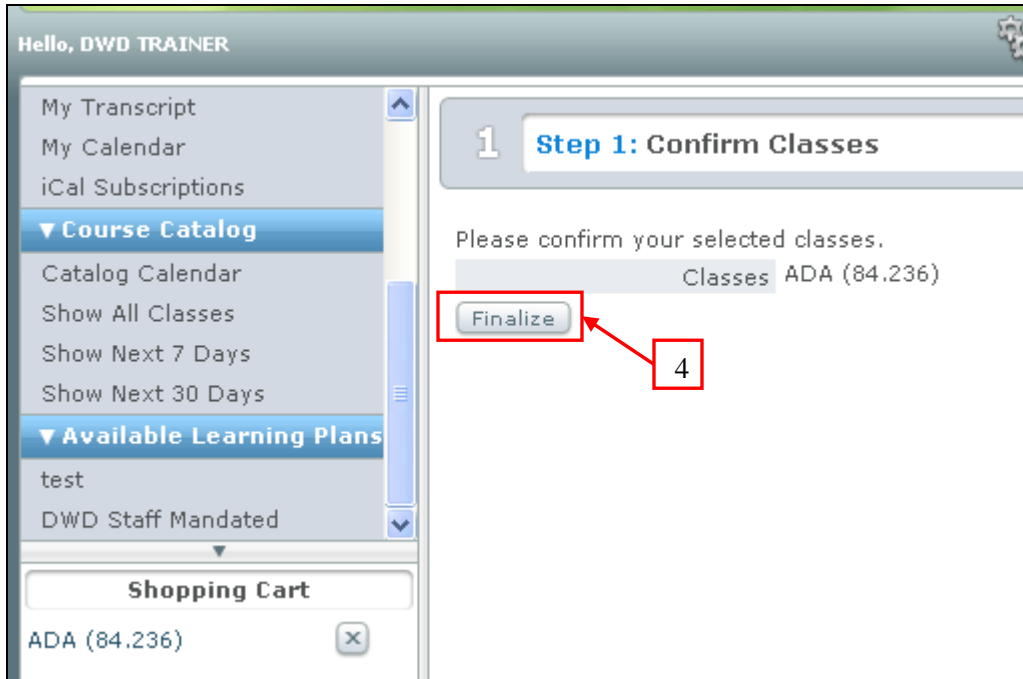


Figure #9 Confirm Class Screen

Step-by-Step:

4. Click the “Finalize” button to confirm the selected class.

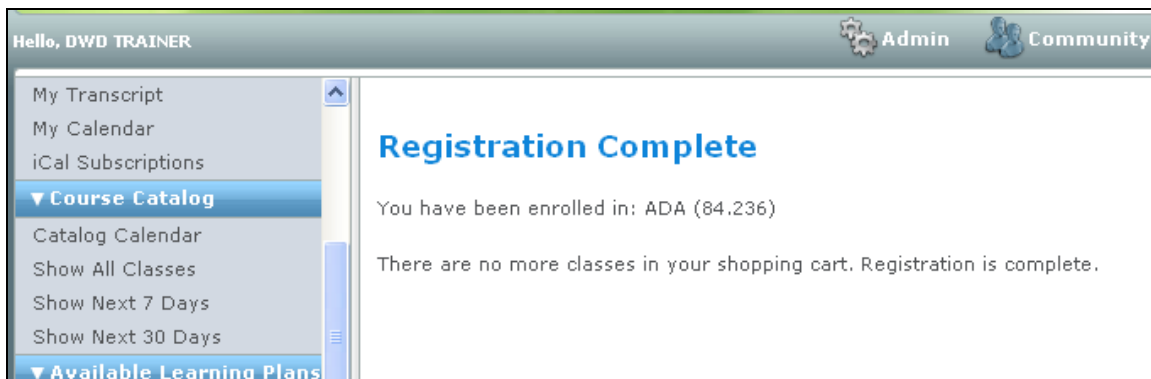


Figure #10 Registration Complete Screen

5. You will receive a screen that tells you have been enrolled in the class you chose.

Hello, DWD TRAINER

Admin Community Help Logout Search

My Learning Portfolio

Current Class List

Completed Class List

Planned Class List

Pending Class List

My Profile

My Transcript

My Calendar

iCal Subscriptions

Course Explorer

Shopping Cart

6

se Contact Choose Presenter Choose Category Advanced Filters

Results in search result.

Type	Class Code	Class Name	Contact	First Mtg	Actions
SCORM	84.236	ADA	none	None	Cancel Launch
SCORM	3.1	Anger Management	Lisa K. Johnson	None	Cancel Launch
WBT	140.15282	DWD Confidentiality and Information Security Plan	DWD Training	None	Cancel Launch
ILT	123.15059	EO: Complaint Policy Webinar	DWD Training	8/8/2008	
ILT	121.15076	Toolbox 2.0 Hot Topics Webinar	DWD Training	7/29/2008	

First Prev 1 Next Last

Figure #11 Current Class List Screen

Taking a class in Course Insite

Step-by-Step:

1. To take the class, select the “Current Class List” link in the left column to view the list of classes you are registered to take.

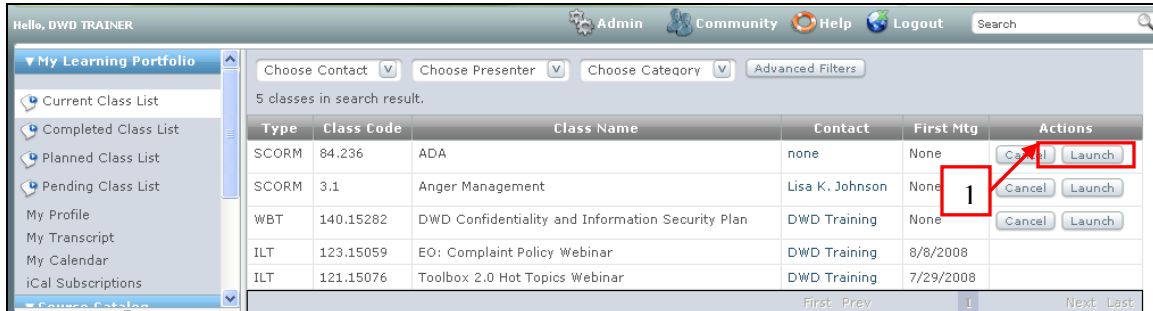


Figure #12 Current Class List Screen

Step-by-Step:

2. From your list of classes to take, click on the “Launch” button next to the ADA class to launch the class.

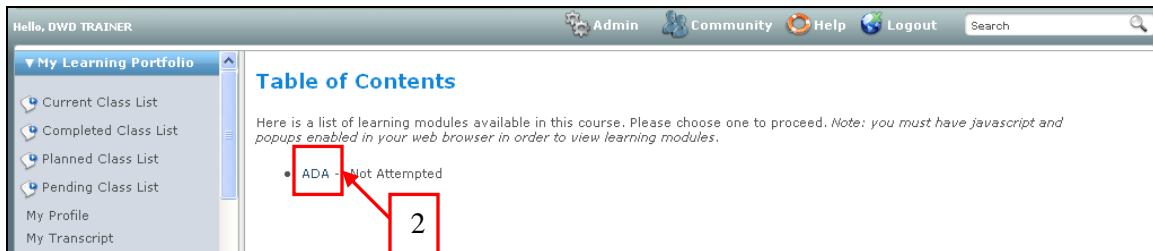


Figure #13 Table of Content Screen

Step-by-Step:

3. Click on the class name link under the Table of Contents to begin the class.

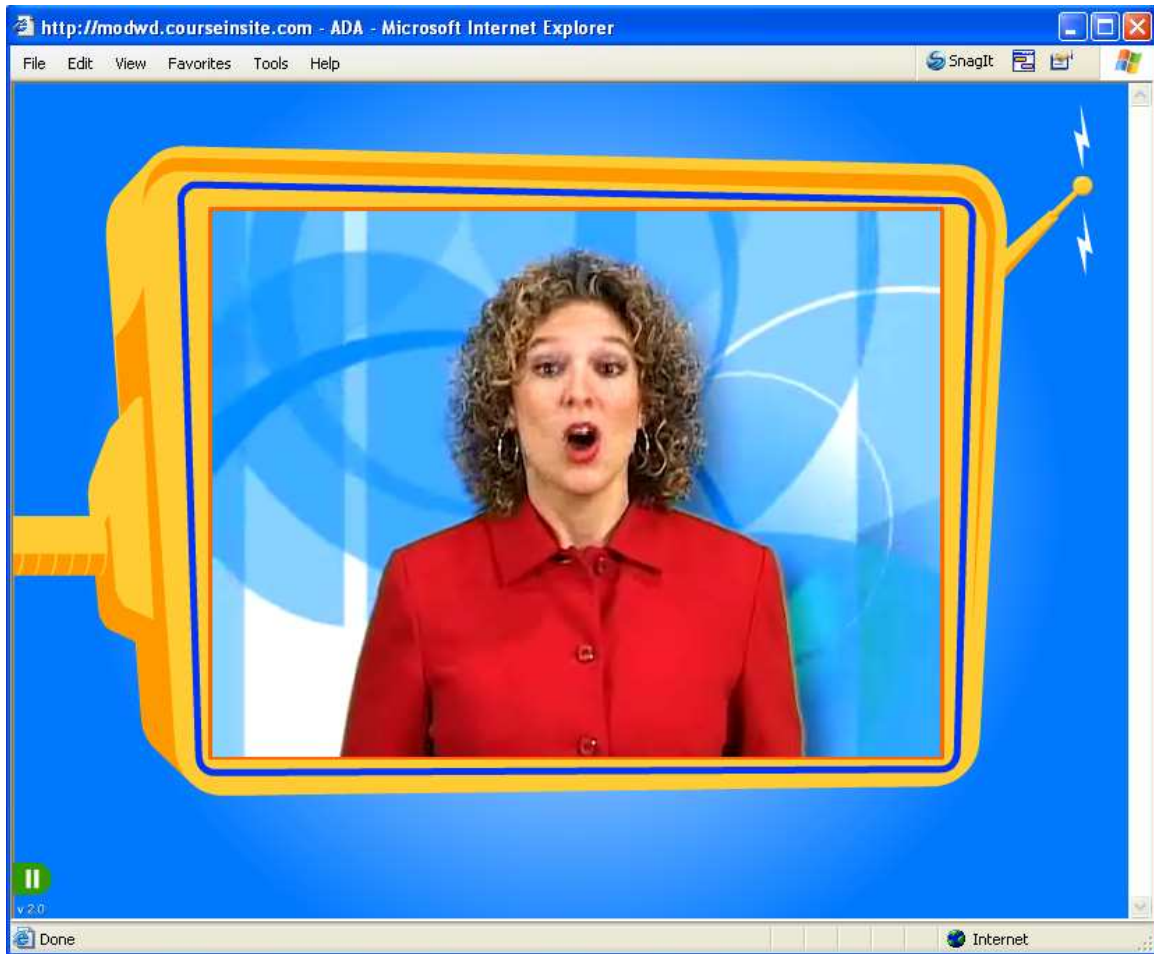


Figure #14 Scorm Class Screen